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MINUTES OF STAFF MEETING  
ADMINISTRATIVE STAFF CHIEFS

24 November 1952

1. Mr. Wolf opened the meeting with a short discussion on the problem of designating incompetent personnel and eliminating them from CIA employment. He pointed out that being excess to one office does not necessarily mean that the individual is excess to the Agency, and, if such determination were made, the elimination is not just a simple process of applying the Director's authority under PL-110. Copies of the 21 November 1952 memorandum on "Reassignment and Separation of Personnel" were distributed, and Mr. Wolf said that both the letter and the spirit of this policy would be carried out. General Morris will handle, and inquiries and problems should be addressed to him.

2. Mr. Wolf announced that the new [ ] was ready for publication and pointed out that it provided for the planning part of the over-all structure set up for handling projects. Although the planning responsibility is really that of CAO/DDP, he does not have the staff competence, and each of the administrative offices will necessarily have to take its part in administrative planning. There will be a focal point in the immediate Office of the DD/A for coordinating these activities.

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3. Mr. Wolf commented on the problem of good supervision, saying that he felt we have plenty of good people but many of them do not know how to organize their work and this is a result of poor supervision. He pointed out that the head of each office should give thorough and continuing consideration to these problems and insure that every employee had his desk organized in such a manner as to give his best efforts to the accomplishment of his specific purposes. Later in the meeting Colonel Baird commented on this point to the effect that the Human Resources Program under [ ] was addressing itself to this particular problem, and he urged that administrative office heads exploit the services [ ] has to offer.

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4. Colonel White discussed the ceiling and T/O problem, saying that we would proceed with the paper on ceilings which would exempt project, contract, and military personnel, and that the DD/A Offices would be given one more thorough review to insure that we really need those we are asking for. It was planned then to meet with all of the interested components of the Agency to insure proper balance within the total figure.

5. Colonel White reported that Mr. Hedden upon return from his recent trip raised three points which he had had numerous complaints about overseas: (1) Employees were not being paid promptly, their vouchers were not being processed quickly, and bank deposits were not being made regularly. The Comptroller and his Finance Division are looking into these problems. (2) There were complaints on the handling of dependents. Colonel White suggested that the Central Processing Branch should study the problem, particularly

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6. Colonel White commented on the parking problem in the Headquarters area and the fact that special busses had been provided in the early morning hours to help move people from the E Street parking lots to the Reflecting Pool area. He commented that it appeared we had been too helpful, in that too many people were taking the busses, the busses were being overloaded, people were leaving North Building at 8:30 a.m. and later, and the same faces were seen arriving back there before 5 p.m. This means that some of our people are working 7 hours instead of 8, and the busses are being dangerously overloaded. Colonel White directed maximum loads of not to exceed 22 people.

7. Colonel White again spoke on the problem of proper preparation of staff papers, pointing out that they frequently were too long, too late, last-minute approvals were being requested, and the DD/A Office liked to consider that a paper was "your best effort" when it arrived in that Office. He directed that long and involved papers be summarized in a staff study form which could stand on its own feet and would not require reference to the tabs for understanding of the basic issues involved. He directed further that the papers be presented in sufficient time that they could properly be studied before signature.

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